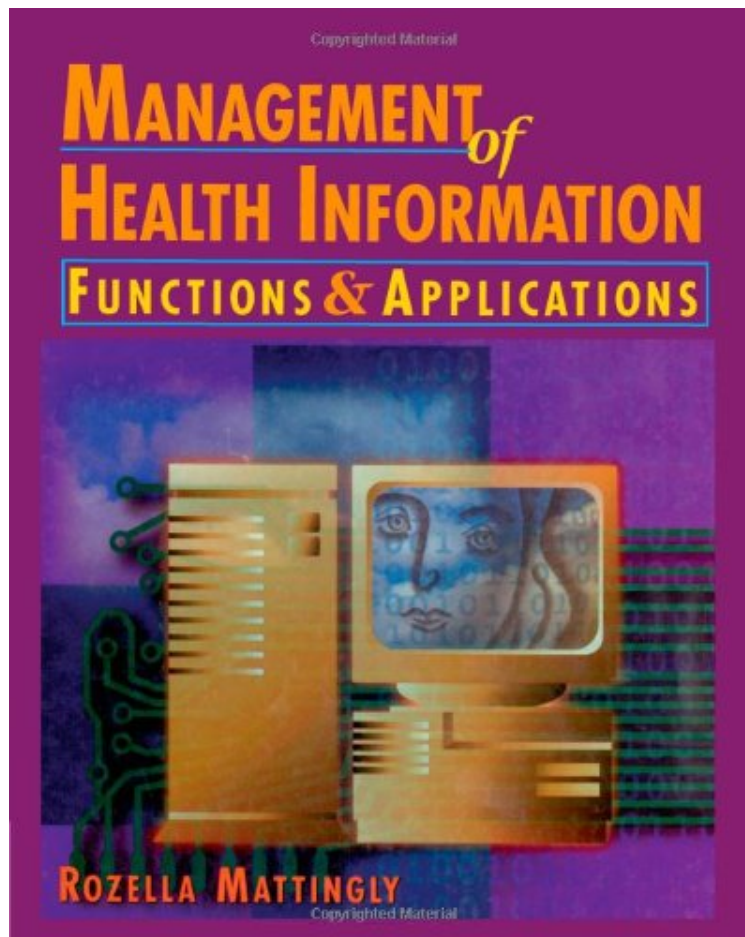


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## Management of Health Information: Functions Applications (A volume in the Delmar Health Information Management Series)

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This new book develops an integrated management model that will prepare readers to become effective information managers. The focus on decision making, team building, and managing new technologies will lead readers to develop

successful management styles for the health care demands of the future. Each of the major sections in this text focuses on the management principles of planning, organizing, leading, and controlling. Many health care related examples provide the opportunity to develop new skills that lead to meeting customer needs in areas such as data capture, analysis, integration, and information dissemination. Case studies within each chapter challenge learners to apply their knowledge and assess understanding.

Preface. SECTION I INTRODUCTION TO MANAGING HEALTH-CARE INFORMATION: Introduction to the Health Information Management Profession. Management Theories for an Integrated Management Model. The Art of Decision making and Problem Solving. SECTION II PLANNING TO MEET THE INFORMATION NEEDS OF HEALTH-CARE FACILITIES: Planning in the Health-care Setting. Planning in Health-care: Operational Plans and Tools for Planning. Planning Policies and Procedures. Planning the Physical Environment. SECTION III ORGANIZING TO MEET THE NEEDS OF HEALTH-CARE FACILITIES: The Process of Organizing Health Information Services. The Organizational Model. Organizing Position Designs for Employees. The Role of New Technologies in Organizing. SECTION IV LEADING TO MEET THE INFORMATION NEEDS OF HEALTH CARE FACILITIES: Leading, the Interpersonal Aspects of Management. Motivating for Leadership in the Health-care Environment. Communicating in the Health-care Environment. SECTION V CONTROLLING TO MEET THE INFORMATION NEEDS OF HEALTH-CARE FACILITIES: Focus of control in Health Information Services. Controlling Through Total Quality Improvement. Controlling: Productivity Measurement, Performance Standards and Work Sampling. SECTION VI SPECIAL ISSUES FOR HEALTH INFORMATION MANAGERS: The Effective Committee. Managing the Time Factors of Managers and Employees. Managing Change as a Health-care Professional. Personal and Professional Career Management. GLOSSARY. INDEX. About the Author Rozella Mattingly, EMBA, RHIA is the former Department Chair and Assistant Professor of Health Information Management at Loma Linda University School of Allied Health Professions in Loma Linda, CA. Ms. Mattingly established the school's first Coding Specialist Program in 1987.